INTRODUCTION

*What is **ANCS+**?*

ANCS+ is a collection management system for your museum collection. It is used to catalog the objects and archival material in your collection. The NPS has been using **ANCS**+ for museum cataloging since 1998 starting with version 2.7. In 2002, version 2.7 was upgraded to 6.3.

The latest version (8.0) of **ANCS**+ is a NPS customized version of *Re:discovery Proficio* (*Re:discovery*). *Re:discovery* is a commercial museum collections software program that is currently used in many museums outside the government. Its database engine is Microsoft SQL Server.

The upgrade to version 8.0 is necessary to be compatible with current technology and software trends.

*What can I do in **ANCS+**?*

ANCS+ performs many of your collection management functions. Some of the functions you can do with **ANCS**+ include:

- catalog objects using discipline-specific and park-specific fields

- search for objects easily and quickly using a word search function

- create reports

- track loans, exhibits, and deaccessions

- schedule and track maintenance or specimen preparation

- create location, condition, and catalog histories

- attach digital images to a catalog record

- conduct the annual inventory and complete the Collections Management Report and the NPS Checklist for Preservation and Protection of Museum Collections

- print all mandatory NPS forms

- describe archival collections and create a finding aid

- create housekeeping schedules

If this is a commercial system used by other museums, how will it work for my NPS collection?

Many NPS employees contributed to the functional requirements for customization of a commercial system to make sure that it meets the needs of park collection managers. Park Museum Management Program (PMMP) staff, park curators, collateral duty personnel with museum responsibilities, computer specialists and experts in the disciplines contributed to the NPS customization.

Will I need to know Microsoft SQL Server to get the most out of this system?

No, you can use the system without "dropping" down to the database engine.

*Who should use **ANCS+**?*	Curators and collection supervisors will be the primary users of **ANCS**+. Because the program makes collections easily accessible, other park staff and the public will also want to use **ANCS**+. With minimal training, resource managers and researchers can search for information about the collection. There is also a Public Search function in the program.
*Can NPS contract catalogers use **ANCS+**?*	Yes. NPS contractors can use **ANCS**+ to catalog and manage NPS collections. Our agreement with the makers of *Re:discovery* allows NPS contractors to use a park's site license for work they are doing for the park. This is the only legal use of your software by contractors.
*What do I have to do to let a contractor use **ANCS+**?*	Make sure that your park purchased a support plan that includes the contractor's work station(s). You may have to buy additional support. Notify *Re:discovery Software Inc.* if you plan to let a contractor use your software. Have the contractor return the software when the work is done. For more information on support, read further in this chapter and Appendix K: Support.
*If **ANCS+** can do so much, is it hard to use?*	No, it is easy to use, especially if you are familiar with Microsoft Windows. There is more than one way to accomplish many of the functions. Once you master some of the basic concepts that the program uses, you will be able to use them over and over for different functions.
*How can I learn to use **ANCS+**?*	***Training Classes*** PMMP offers additional training on an occasional basis. If you do not have the opportunity to attend a training course, consider a detail at a park with an experienced user. ***User Manual*** This manual offers step-by-step instructions for completing NPS collection management functions and cataloging objects using **ANCS**+. ***On-line Help*** On-line help is available for all the data fields. You can easily view the on-line help on the left side of the screen beneath the Navigation Pane when in a data field. In addition to the field help, the ***Re:discovery*** user manual is available within the program by selecting User Help from the Help menu. ***Training Module*** Re:discovery Software, Inc. produces a computer-based training module that leads you step-by-step through the various functions of the program. The training module is divided into lessons that you can review whenever you need assistance with a function. The training module is purchased separately from the program. Please contact Re:discovery Software Inc at (434) 975-3256 for information on purchasing the training module.
Where can I get support?	***System Support from the Company*** If you need help installing and/or running the program, call Re:discovery Software, Inc at 434-975-3256. You are entitled to system support from the company. ***Program Content Support from the NPS*** Consult this manual and the *Museum Handbook*, Parts I and II, if you need help with NPS museum management procedures. You can also call the National Catalog for assistance at 304-535-6204 or 6128.

Further information on available support options and instructions on how to obtain support are outlined in Appendix K: Support.

What are the main parts of
ANCS+ *and how do they link?*

The program includes the Collections Module and the Archives Module. Modules are separate components that interface with the rest of the system.

> ***You must catalog all museum objects in the Collections Management Module.***

Collections Module
The Collections Module contains two directory types: Cultural Resources and Natural History.

The Cultural Resources directory contains screens and functions for cataloging and managing objects classified as history, archeology, ethnology, and archival/manuscript collections.

The Natural History directory contains screens and functions for cataloging and managing biology, geology, and paleontology specimens.

The Collections Module also contains associated modules that assist you with collection management functions. For example, your accession records are located in the Accessions associated module.

Archives Module
The Archives Module is a separate but interfacing element of **ANCS+** intended for use by staff with archival expertise. It contains screens for describing archival collections at the collection, series, file unit, and item levels. The collection level records are exportable to MARC and XML formats. **Note**: Archival collections can be cataloged in the Collections Module without going to the Archives Module. Use of the Archives Module is not required.

How is this manual organized?

The manual begins with a basic overview of the system. Read it to become familiar with how the program operates.

Chapters 2-4 explain how to enter data into catalog records, supplemental records, and associated modules. These chapters begin with general questions and navigational directions. They then provide step-by-step instructions for entering data into the program. Read the general questions to find out what's in the chapter. Read the navigational directions to find out how to move through the record. Then follow the step-by-step instructions to complete the fields.

Chapter 5 explains the reports and forms in the program and how to use the quick report and other printing functions available.

Chapter 6 explains the advanced editing functions available in the program.

Chapters 7-9 explain various functions and tools available in the program.

The appendices cover system requirements and support, installation and setup, the public search function, lexicons, imaging and the archives module. There is also an appendix for each of the annual reporting programs: the Automated Inventory Program, the Collections Management Report, and the Automated Checklist Program.

How do I get started?

Read Appendix A: System Requirements and Appendix B: Installation and Setup to learn how to install the system at your park.

> ***Follow the procedures listed in Appendix K: Support, if you need help installing and configuring your system.***

After you have installed your system, turn to Chapter 1, System Basics, which explains the basic features of the program. You may also wish to review Appendix C: Functional Cross-Reference to find the features you were familiar with in version 6.3 and see where they are located in Version 8.0.